

Choose The Note Taking Method According the Situation

Review the type of Note methods are available and explained why this specific note taking method is used, when and where.

1. Cornell Notes

- **Reason (Why):**
 - Built around *active recall* (cue questions) and *synthesis* (summaries).
 - Prevents passive note-taking because you must later reorganize and rewrite notes into cues and summaries.
 - Easy to review systematically.
- **When & Where:**
 - University lectures with lots of information.
 - Textbook-heavy subjects like medicine, law, and history.
 - Exam preparation where frequent review cycles are needed.

2. Sentence Method

- **Reason (Why):**
 - Captures information word-for-word or idea-for-idea in complete sentences.
 - Focus is speed and completeness over organization.
 - Reduces risk of missing important details when you're not sure what's relevant.
- **When & Where:**
 - Rapid-fire lectures or conferences.
 - Meetings where details are critical (legal hearings, court notes, interviews).
 - Beginners learning a new topic without knowing how to prioritize.

3. Outline Method

- **Reason (Why):**
 - Mimics hierarchical structures (topics → subtopics → details).
 - Good for recognizing how concepts fit within broader categories.
 - Helps with logical review later, since content is layered.
- **When & Where:**
 - Subjects with clear organization (history timelines, biology, law).
 - Technical subjects with definitions and sub-definitions.
 - Textbook or slide-based lectures.

4. Flow-Based Note Taking

- **Reason (Why):**
 - Prioritizes *understanding the logic* instead of just copying facts.
 - Encourages writing reasoning chains and “how ideas connect.”
 - Promotes deeper comprehension and creative insight.
- **When & Where:**
 - Brainstorming workshops.
 - Discussion and Debate
 - Philosophy, psychology, or economics classes.
 - Meetings where reasoning and “why” matter more than raw facts.

5. Boxing Method

- **Reason (Why):**
 - Groups information into visually distinct “boxes.”
 - Makes scanning easier — you can find topics fast.
 - Helps modularize notes so they don’t blend together.
- **When & Where:**
 - Digital note-taking (OneNote, Notion, GoodNotes).
 - Vocabulary learning (one box per word).
 - Team projects where topics are discussed separately.

6. Mapping Method (Mind Map)

- **Reason (Why):**
 - Shows breadth of knowledge around a central concept.
 - Useful for organizing brainstorming and relationships.
 - Leverages visual/spatial memory.
- **When & Where:**
 - Brainstorming new projects or essays.
 - Biology/ecosystems with interconnected parts.
 - Business planning (vision → strategy → tasks).

7. T-Notes (T-Chart Method)

- **Reason (Why):**
 - Allows side-by-side comparisons.
 - Simplifies analysis by reducing information into two perspectives.
- **When & Where:**
 - Math/science: problem on one side, solution on the other.
 - Language learning: word on one side, translation/example on the other.
 - Pros/cons analysis for decisions.
 - Debate prep: argument vs. counterargument.

8. Charting Method

- **Reason (Why):**
 - Converts notes into tables with categories and rows.
 - Excellent for comparing multiple items across common features.
- **When & Where:**
 - History (leaders vs. policies vs. outcomes).
 - Medicine (symptoms vs. causes vs. treatments).
 - Business/market research (competitors vs. pricing vs. features).

9. QEC Method (Question–Evidence–Conclusion)

- **Reason (Why):**
 - Improves critical thinking by requiring questions, evidence, and conclusions.
 - Trains analytical thinking and argument construction.
- **When & Where:**
 - Essay and research paper planning.
 - Science experiments and lab reports.
 - Policy analysis and critical debates.

10. QA Split Page Method

- **Reason (Why):**
 - Encourages recall by writing questions and their answers separately.
 - Turns your notes into a built-in quiz tool.
- **When & Where:**
 - Exam revision.
 - Memorization-heavy courses (medicine, law, languages).
 - Study sessions with self-quizzing.

11. Rapid Logging (Bullet Journal Style)

- **Reason (Why):**
 - Ultra-fast method using bullets and symbols.
 - Captures both notes and tasks together.
 - Minimizes clutter and keeps productivity aligned with learning.
- **When & Where:**
 - Meetings with action items.
 - Daily productivity tracking.
 - Labs, projects, or fieldwork where speed matters more than structure.

12. Box & Bullet Method

- **Reason (Why):**
 - Highlights big ideas (in boxes) and supports them with details (bullets).
 - Creates a clear hierarchy of importance.
- **When & Where:**
 - Reading comprehension (main idea vs. evidence).
 - Essay outlining (argument vs. details).
 - Summaries of long documents.

13. Diagram & Chart Method

- **Reason (Why):**
 - Visualizes processes, cycles, or systems.
 - Shows relationships that words alone can't capture.
- **When & Where:**
 - Science (e.g., circulatory or carbon cycle).
 - Engineering workflows.
 - Business process mapping.
 - Data-heavy subjects.

14. Concept Map Method

- **Reason (Why):**
 - Unlike a mind map, concept maps link ideas with connecting words ("causes," "leads to").
 - Shows deeper cause-effect or relational logic.
- **When & Where:**
 - Medicine (disease → symptom → treatment).
 - Sociology (theory → application → consequence).
 - Research frameworks.

15. Write on Slides Method

- **Reason (Why):**
 - Saves time by annotating slides directly.
 - Keeps context intact — your notes are attached to the actual visuals you studied.
- **When & Where:**
 - University lectures where slides are provided.
 - Corporate training or workshops.
 - Online courses (MOOCs).

16. Structured Note Method

- **Reason (Why):**
 - Uses templates (definition, example, application, pitfalls).
 - Ensures consistency, making review more predictable.
- **When & Where:**
 - Medical courses (disease cards).
 - Law (case briefs).
 - Technical subjects needing standard structures.

17. Visual Note Taking (Sketchnoting)

- **Reason (Why):**
 - Uses doodles, icons, and words for dual-coding (visual + verbal).
 - Engaging and fun, boosting memory retention.
- **When & Where:**
 - Keynote talks and conferences.
 - Creative workshops.
 - Brainstorming sessions.
 - Personal journaling and reflection.

18. Split Page Note Method

- **Reason (Why):**
 - Divides a page into two columns: details on one side, key points/summary/diagrams on the other.
 - Balances detail capture with concise review.
- **When & Where:**
 - General classroom lectures.
 - Revising textbooks.
 - Summarizing large amounts of material into easy review sheets.

Master Summary Table of Note-Taking Methods

Method	Reason (Why Use)	When & Where to Use	Examples
Cornell Notes	Active recall + review, structured learning	Lectures, exam prep, textbooks	Medical school, law revision
Sentence Method	Speed + completeness, Quick, simple, complete thoughts	Fast lectures, Fast paced talks, meetings	Taking verbatim notes at conferences
Outline Method	Logical structure, hierarchy	Structured subjects, Logical structure, hierarchy	History timelines, biology systems
Flow-Based	Shows reasoning & connections, Focuses on reasoning & connections	Conceptual learning, Focuses on reasoning & connections	Philosophy, research discussions, Debate
Boxing Method	Groups info visually, Visual grouping, modular chunks	Digital notes, modular topics, Visual grouping, modular chunks	Vocabulary, brainstorming
Mind Map	Big-picture & breadth, Big-picture relationships	Brainstorming, planning, Big-picture relationships	Essay outline, business planning
T-Notes (T-Chart)	Easy comparison	Math, languages, pros/cons, Easy comparisons	Problem vs. solution, arguments
Charting Method	Category based comparison	History, stats, business, Category-based organization	Timeline of leaders, drug classes
QEC	Critical thinking, analysis	Essays, science, research, Critical thinking, analysis	Policy debates, lab reports
QA Split Page	Self-testing, active recall, Active recall, Q&A style	Test prep, flashcard-style notes, Active recall, Q&A style	Law case Q&A, medical terms

Method	Reason (Why Use)	When & Where to Use	Examples
Rapid Logging	Speed + productivity	Meetings, daily tasks, Speed + task capture	Project management notes
Box & Bullet	Key ideas + details	Reading, essay planning, Clear ideas with supporting details	Book summary, study guides
Diagram & Chart	Visual processes/data, Visualizes systems & processes	STEM, workflows, Visualizes systems & processes	Carbon cycle, business flowchart
Concept Map	Explicit relationships	Medicine, sociology, Explicitly links concepts	Disease → symptom → treatment
Write on Slides	Saves time, context intact	Courses with slides, Keeps context, saves time	Corporate training notes
Structured Notes	Consistent templates	Medicine, law, technical subjects, Consistency via templates	Case briefs, formula breakdowns
Visual Notes	Engages creativity	Creative sessions, workshops, Engages creativity & memory	Sketchnotes of TED talks
Split Page Notes	Organized 2-column	General lectures, revisions, Organized summaries & quick review	Class notes with keywords summary